

United States Department of Agriculture  
Foreign Agricultural Service

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: F8-FAS-175

POSITION TITLE: Secretary (OA)

PAY PLAN, SERIES, GRADE: GS-318-4

PROMOTION POTENTIAL: GS-5

AREA OF CONSIDERATION: U.S. Government wide \*Note  
Status Candidates Only  
DC Commuting Area

LOCATION OF POSITION: Foreign Agricultural Service  
Commodity & Marketing Programs  
Grain and Feed Division  
Washington, DC

PHONE NUMBERS: (703) 812-6339 (Announcement Requests)  
(202) 418-9008 (Additional Information)  
(202) 418-9116 (TDD)

CONTACT NAME: Sheila Campbell  
FSA/HRD/FOB/Ag Stop 0593

OPENING DATE: April 27, 1998

CLOSING DATE: May 26, 1998

**(TO BE CONSIDERED FOR THIS POSITION ALL FORMS MUST BE RECEIVED NO LATER THAN THE CLOSING DATE OF THIS ANNOUNCEMENT.)**

\*Note: USDA EMPLOYEES IN THE LOCAL COMMUTING AREA OF THIS POSITION WHO HAVE RECEIVED OFFICIAL NOTIFICATION OF EXPECTED DISPLACEMENT OR HAVE BEEN IDENTIFIED AS SURPLUS WILL RECEIVE PRIORITY CONSIDERATION UNDER THE CAREER TRANSITION ASSISTANCE PROGRAM.

FEDERAL EMPLOYEES, OUTSIDE USDA, WHO HAVE RECEIVED OFFICIAL NOTIFICATION OF EXPECTED DISPLACEMENT WILL RECEIVE PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM.

SEE REQUIREMENTS UNDER "CTAP/ICTAP ELIGIBLES" FOR ADDITIONAL INFORMATION.

Non-competitive eligible candidates will be considered. All competitive and non-competitive candidates

have to apply by the closing date in order to be considered.

**DUTIES:** The incumbent serves as secretary to a group leader and also provides administrative and clerical support for supervisor's staff. Receives, screens and refers telephone, written and personal inquiries; maintains supervisor's calendar; reviews outgoing documents for format, spelling, punctuation and conformance with general policies and procedures. Using a personal computer types and routes a variety of correspondence and other documents. Follows up on action items; handles filing, travel, and other support services.

#### **QUALIFICATION REQUIREMENTS:**

The following are minimum qualification requirements for this position:

Candidates must have one year of progressively responsible experience in clerical, office, or other work which has demonstrated the ability to acquire the particular knowledge and skills needed to perform the duties of this position. Two years' education at an accredited business, secretarial or technical school, junior college, college or university may be substituted for experience. Alternatively, applicants may qualify based on a combination of education and experience.

All applicants must be a qualified typist.

#### **BASIC ELIGIBILITY:**

- You must have competitive civil service status.
- You must be a U.S. citizen to apply.
- Status applicants must meet time-in-grade restrictions.

#### **EVALUATION CRITERIA:**

Evaluation will be based on review of the following:

- Application
- Performance Appraisal
- Supplemental KSA (knowledge, skills and abilities) Statements

#### **SUPPLEMENTAL KSA STATEMENTS (Mandatory):**

For each of the criteria listed below, describe specifically and accurately the relevance of each of the following: experience, training, education, and awards.

You should include specific tasks performed, the dates you performed them, and where you were working at the time.

A. Ability to prepare and review correspondence and other material (including knowledge of grammar, spelling, and punctuation and knowledge of word processing). This refers to the ability to prepare and review letters and other narrative documents, including contractual material which must be error-free. The incumbent types this material using a word processor, including use of advanced functions. She/he reviews the material for grammar, spelling and punctuation; correctness of facts and terminology; accuracy and

completeness; and adherence to correspondence and other relevant rules and practices. Note that the quality of your application (e.g., grammar, spelling, punctuation) will also be considered in your evaluation under this criterion.

B. Ability to receive, screen and refer calls, visitors and mail. This refers to the ability to receive calls and visitors courteously and efficiently and to route mail based on an understanding of employee's assignments and of program activities. The incumbent must politely and efficiently receive callers; assess the nature of written and oral requests and refer them to the appropriate staff member of office; and independently provide information on matters such as documents available, procedural requirements, and status of work.

C. Ability to manage an office. This refers to the applicant's knowledge of and ability to apply a range of secretarial practices. Such practices include scheduling appointments, following up on action items, coordinating the clearance, production and distribution of documents, establishing and maintaining files, and handling administrative requirements (procedures and forms for travel, T&A, etc.). The employee must perform these duties independently, in a setting involving heavy pressure and tight deadlines and requiring the ability to handle several projects at one time.

Notes: There are no special forms for these statements. They may be submitted on plain paper with your name and the announcement number at the top. Candidates who do not submit the supplemental statement will not be considered.

#### HOW TO APPLY:

Interested candidates who meet the basic eligibility requirements may file for consideration by sending the following MANDATORY information to the address indicated on the last page of this announcement:

- Application (see "Notes")
- A copy of your most recent performance appraisal (or appropriate form)
- Supplemental KSA statements responding to evaluation criteria
- Status applicants must submit a copy of their latest Notification of Personnel Action (SF-50) that shows competitive civil service status.
- A copy of college transcript (if you are using education to qualify)

#### CTAP/ICTAP ELIGIBLES:

To receive selection priority, CTAP/ICTAP eligibles must:

- apply to a specific vacancy announcement within the local commuting area of the position you are being displaced from;
- apply for a position at the same or lower grade than the position last held and which has no greater promotion potential;
- hold, or last held, a position in the competitive service under a career or career-conditional appointment;
- have a current or last performance rating of at least fully successful, or equivalent;
- submit appropriate proof of CTAP/ICTAP eligibility (e.g., RIF separation notice, notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area; a Notification of Personnel Action (SF-50) verifying separation as a result of RIF or declining a transfer of function or directed reassignment to another commuting area; official certification that your disability annuity has been or is being terminated; official certification stating displacement as a result of termination

of injury compensation);

- submit all required forms as described under "How to Apply"; and
- be determined to be basically eligible and otherwise "well-qualified" by receiving a satisfactory rating on each KSA or an average satisfactory rating on the total number of KSA's as described under "Supplemental KSA Statements"

#### NOTES:

- You can submit an Application for Federal Employment (SF-171), a resume as an application, Optional Application for Federal Employment (OF-612 ), OR any other written format. Your application must contain the information outlined in the booklet Applying for a Federal Job (OF-510), in order to evaluate your qualifications and to determine if you meet legal requirements for Federal employment. If your application does not provide all the information requested in the job announcement and the OF-510, you may lose consideration for the job.
- Please indicate job announcement number on your application.
- To be considered for this position the above forms must be received no later than the closing date of this announcement.
- The use of U.S. government postage-paid envelopes (including inter-office messenger mail) in filing applications is a violation of Federal law and applications received in such envelopes will not be considered.
- FFAS employees located at the Park Office Center, Portals Building, and the Reporters Building may use the interoffice mail system to transmit employment applications.
- Faxed applications will not be accepted.
- Relocation expenses may be authorized.

#### OTHER INFORMATION:

- The following individuals who submit evidence of their eligibility may be considered under other hiring authorities:
  - Individuals with disabilities
  - Former Peace Corps, Vista, Action Cooperative Volunteers
  - VRA Eligibles
  - 30 Percent Disabled Veterans

#### ADDRESS FOR DELIVERY OF APPLICATION:

Employment applications may be mailed through the U.S. Postal Service or any commercial or private carrier (i.e., Federal Express, United Parcel Service, etc.). Please use the following address:

USDA-FSA-HRD-SUITE 5000  
2117 L STREET NW  
WASHINGTON DC 20037-1524

Applications may also be personally delivered to the above address, or to either of the following locations:

2101 L Street, NW, Washington, DC, Room 5000

OR

1400 Independence Avenue, SW, Washington, DC, Room 0082-South Building  
(Mail Slot in Door)

#### USDA NONDISCRIMINATION STATEMENT

- The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).
- To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.